



Sawyer County

Agenda

**Administration Committee Meeting
Thursday, October 12, 2023 @ 10:00 AM
Sawyer County Board Room**

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

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- a. [9.14.23 Administration Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

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- a. [Veteran Service Report](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

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- a. [IT-2023-10-12-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

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- a. [Human Resource Report October 2023](#)

11. COUNTY CLERK DEPARTMENT REPORT

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- a. [September 2023 County Clerk Department Report](#)

14 - 15

- b. Public Records Request Update
[October Public Records Request Report](#)

12. WCA CONFERENCE UPDATE

13. COUNTY ADMINISTRATOR'S REPORT

14. CLOSED SESSION

- a. Consider motion to convene in closed session pursuant to ss. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons and in which par. (b) does not apply, applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations

The Committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

15. FUTURE AGENDA ITEMS

16. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

17. ADJOURNMENT

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the September 14, 2023 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: **Tweed Shuman**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado	Linda Zillmer
Lynn Fitch	Mike Coleson
Gary Elliott	

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: August 10, 2023

Motion to approve made by: Mr. Duffy Second by: Mr. Buckholtz
Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided showing contact statistics and claims detail; 148 disability/claims to date have been submitted and \$165,051.51 has been received in Veterans' favor. Mr. Elliott requesting that the part-time position in the department be moved to a full-time position in the 2024 budget.

Information Technology Department Report -

Mr. Coleson reported that most of their duties this month have been help desk related and they have been preparing for the Sheriff's Department video camera replacement project.

Human Resources Report -

A written report was provided showing staff turnover, interviewing and recruiting efforts.

County Clerk Department Report -

A written report was provided and reviewed; the upcoming 2024 airport hangar lease activity was outlined. The County Clerk's office has prepared a tri-fold brochure of all department services to hand out to individuals inquiring about specific department information. The brochure will eliminate numerous individual hand-outs now that information is combined into one document. A report of public records requests for the period January – August was provided showing staff activity involved and by department involved.

County Administrator's Report –

Mr. Albarado provided an update on the construction project, a review of employee insurance programs and benefits, and work on potential new ordinances. An update on the Town of Edgewater ambulance request was reviewed; the activity of the Tourist Rooming House sub committee is ramping up. A partial broadband coverage map has been developed by providers. Mr. Albarado and Mr. Kinsley met with members of LCO to open communication regarding road and other issues. An update on the carbon credit program was provided.

Future Agenda Items – WCA Conference Update

Correspondence, reports from conferences and meetings

Adjournment – 10:57 am

Next Meeting: October 12, 2023 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, October 12, 2023

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

September: 338 phone calls, 250 letters/emails/faxes and 123 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 164 disability/pension claims to date and received retroactive payment of \$199,991.28 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 10/04/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	1,000.00	300.00	77	950.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$1,000.00	\$9,300.00	10%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$1,000.00	\$9,300.00	10%	\$950.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	437.54	4,562.46	9	1,000.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$437.54	\$4,562.46	9%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	58,975.92	58,825.08	50	64,452.90
50112	Salaries Overtime	.00	.00	.00	.00	.00	97.91	(97.91)	+++	.00
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	42.29	(14.29)	151	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	1,699.10	2,245.90	43	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	4,488.61	4,523.39	50	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	3,721.70	2,840.30	57	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	46.39	.61	99	46.80
50218										
50218-323	Garbage	.00	.00	.00	.00	.00	22.00	(22.00)	+++	.00
50218 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	(\$22.00)	+++	\$0.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	1,526.98	(1,526.98)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	174.96	(174.96)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	522.71	(522.71)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	202.94	(202.94)	+++	.00
50225	Telephone	500.00	.00	500.00	.00	.00	768.28	(268.28)	154	1,105.02
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	823.17
50227										
50227-308	Internet - Email	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50227 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
50241	Repairs/Maintenance-Vehicles	500.00	.00	500.00	.00	.00	1,275.48	(775.48)	255	445.68
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	14.73	185.27	7	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	417.16	482.84	46	481.68
50313	Printing	2,600.00	.00	2,600.00	.00	.00	2,023.82	576.18	78	2,436.08
50329	Subscriptions	650.00	.00	650.00	.00	.00	34.00	616.00	5	120.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50339	Travel	300.00	.00	300.00	.00	.00	.00	300.00	0	.00



Budget Performance Report

Fiscal Year to Date 10/04/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	102.50
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$0.00
50351	Vehicle Fuel	2,000.00	.00	2,000.00	.00	.00	1,508.03	491.97	75	1,728.30
50515	Indirect Cost	.00	.00	.00	.00	.00	6,011.70	(6,011.70)	+++	.00
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$0.00	\$0.00	\$83,574.71	\$69,220.29	55%	\$83,278.00
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	4,864.00	2,136.00	69	6,696.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$4,864.00	\$2,136.00	69%	\$6,696.00
Department 57 - Veteran's Administration Totals		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$88,876.25	\$75,918.75	54%	\$90,974.00
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$88,876.25	\$75,918.75	54%	\$90,974.00
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	1,000.00	9,300.00	10%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	.00	.00	88,876.25	75,918.75	54%	90,974.00
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	\$0.00	\$0.00	(\$87,876.25)	(\$66,618.75)		(\$90,024.00)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	9,350.00	.00	100	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	14,228.00	(14,228.00)	+++	.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$23,578.00	(\$14,228.00)	252%	\$9,350.00
49300	Use of Prior Years' Fund Balance	748.00	.00	748.00	.00	.00	.00	748.00	0	.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
REVENUE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	5,740.85
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	1,151.41	146.59	89	449.00
50247	Repairs-Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,718.71
50313	Printing	300.00	.00	300.00	.00	.00	80.00	220.00	27	.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	407.00	793.00	34	.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	20.00	630.00	3	175.00
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	180.00



Budget Performance Report

Fiscal Year to Date 10/04/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 213 - Veteran's Service Grant										
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	825.00	1,675.00	33	898.00
50339	Travel	300.00	.00	300.00	.00	.00	307.70	(7.70)	103	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	23.32	276.68	8	188.44
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	355.25	(355.25)	+++	.00
	50373 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$355.25	(\$355.25)	+++	\$0.00
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$3,169.68	\$6,928.32	31%	\$9,350.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$3,169.68	\$6,928.32	31%	\$9,350.00
EXPENSE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$3,169.68	\$6,928.32	31%	\$9,350.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		10,098.00	.00	10,098.00	.00	.00	23,578.00	(13,480.00)	233%	9,350.00
EXPENSE TOTALS		10,098.00	.00	10,098.00	.00	.00	3,169.68	6,928.32	31%	9,350.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,408.32	(\$20,408.32)		\$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	9,137.70
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$9,137.70
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$9,137.70
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
State Account 54725 - Capital Outlay/Van Purchase Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Department 00 - General Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
EXPENSE TOTALS		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	9,137.70
EXPENSE TOTALS		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
Fund 411 - Veteran's Transportation Grant Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		\$9,137.70
Grand Totals										
REVENUE TOTALS		27,398.00	.00	27,398.00	.00	.00	24,578.00	2,820.00	90%	19,437.70



Budget Performance Report

Fiscal Year to Date 10/04/23

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	178,893.00	.00	178,893.00	.00	.00	92,045.93	86,847.07	51%	100,324.00
Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	\$0.00	\$0.00	(\$67,467.93)	(\$84,027.07)		(\$80,886.30)

Mike Coleson
Sawyer County IT Director



October 12, 2023

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, Ron Kinsley, Thomas
Duffy, and Andy Albarado
IT Department Report

Agenda items

N/A

Projects completed

- Replace Polycom AV in small courtroom with Zoom computer.
- Treasurer replacement laptop
- Dispatch 2 replacement computer
- Judicial Assistant 2 AV computer setup
- Work with vendor on replacement courthouse door readers
- Public Health officer replacement laptop
- Teams / Sharepoint, Laptop deployment for CYF Unit in HHS

Projects in progress

- Phase 2 Jail camera replacement. 69 analog cameras to be replaced with digital. This is a 2023 CIP project. Working with vendor, Accurate Controls
- Jail video security review. Jail video audio troubleshooting.

Pending Projects

- Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
- AV in Sheriff Conference Room
- AV in Kansas Conference Room
- Audio upgrade in Small Courtroom (work with vendor, Marco)

Helpdesk and support activities

Average of 5 support requests per day
90% of time spent on support requests

Human Resource Report October 12, 2023

No Terminations and No New Employees in September 2023

Interviewing for Foreman Positions at Highway
Recruiting for Night Watchman Position at Highway
Recruiting Driver/Operators at Highway
Filled Patrol Superintendent at Highway

Interviewing for Animal Control Facility – Kennel Attendant

Veteran's Services has full time assistant effective 10/9/2023

Recruiting Children, Youth and Family Services Supervisor

Recruiting for PT Register in Probate/Clerk of Court position

Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions
Recruiting Mental Health Therapist
Recruiting for ALTC Sanitarian Admin Assistant

Several on-going personnel issues
On-going analysis of benefits being offered

**County Clerk Department
Monthly Report
September 30, 2023**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	330	\$3,880.00
Work Permits	18	\$180.00
Marriage Licenses	62 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6220.00
Plat Books		\$1032.45
Election MOU Reimbursement	2/21/23 Election Invoice 4/4/23 Election Invoice	\$3,998.39 \$14,870.00

Elections Update:

- 20,600 new absentee envelopes have been ordered for the 2024 election year. We've received the supply of outer envelopes; however, there is a printing error that is now in dispute. Corporate Counsel is reviewing this incident, as it is happening all over the state. At this time, payment is being withheld from the printer until a resolution is found. As of 10/2, the printer indicates they will reprint and resend but we have not heard from them directly yet.
- Good County Clerk suggestions were received via my attendance at the WCA conference. I will be meeting with IT, Doug Mrotek and Nicole Ripczinski to develop emergency plans for the 2024 election cycle.

General:

- Record requests continue to come in; we are already receiving election requests in anticipation of the 2024 busy election year.

Public Records Request Report: Period 1/1/23 – 9/31/23

# of Requests tracked since 1/1/23	119	This is ONLY the requests that the County Clerk has been made aware of
# of Requests requiring attorney involvement	5	Attorney fees are non-recoverable
Tracking of staff hours spent in September	19 hours	Hours tracked started in September
# of Total hours tracked	35 hours	Only
# of requests in month of September	51	

Department Requested	# of Requests	# of Minutes spent on request	# of requests where time was tracked
Administration	2		
Ambulance Services	8	2	1
Clerk of Court	1	5	2
Coroner	1	10	7
County Clerk	14	15	10
County Clerk/IT	2	20	4
DA's office; Admin; Treasurer's office	1	25	2
Dog pound/Sheriff's office	1	30	3
EMS	1	45	1
Finance	4	50	1
HR	2	60	1
Land Records	4	70	1
LWFRC	1	120	2
Payroll	1	150	1
Public Works	1	240	1
ROD	2	480	1
Sheriff's Dept.	59	960	1
Zoning	14	(blank)	80
Grand Total	119	Grand Total	119

Public Records Request Report: Period 1/1/23 – 9/31/23

